



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

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## ACCOUNTING OFFICER, SPECIALIST

\$3,841 - \$4,810

ACCOUNTING SERVICES BUREAU  
SACRAMENTO

### RESPONSIBILITIES:

Under the general supervision of the Accounting Administrator I, Supervisor, the Accounting Officer, Specialist performs various professional accounting duties in the General Ledger Unit. Duties include: Reconciles State Controllers' Office (SCO) and CALSTARS accounts for various funds; identifies, researches, analyzes and takes appropriate corrective action to clear reconciling items; submits transaction requests to the SCO to correct errors as needed; analyzes and posts Journal Entries received from SCO and Executive Orders from DOF; draws cash from Federal Grant and remit to State Treasurer; monitors Federal Trust Fund against budget; prepares Federal Financial Reports; prepares Plan of Financial Adjustment; performs monthly reconciliation of Sales Tax Account; maintains record retention list and handles record archive; posts entries related to year end closing; prepares and submits yearend Financial Statements to SCO; documents desk procedures; provides assistance to department staff and management regarding issues that pertain to the General Ledger Unit.

### DESIRABLE QUALIFICATIONS:

- Strong organizational skills.
- Knowledge of accounting principles and procedures, governmental accounting and budgeting.
- Excellent oral, written and analytical skills.
- Excellent interpersonal skills.
- Ability to make sound decisions and recommendations.
- Ability to work effectively under stressful situations.
- Ability to manage multiple tasks concurrently and efficiently.
- Good attendance.

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Accounting Officer, Specialist level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

05/21/14 RJ

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### DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “ACCOUNTING OFFICER, SPECIALIST, PSN # 413-192-4546-027” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or [Reginald.Justo@insurance.ca.gov](mailto:Reginald.Justo@insurance.ca.gov)

**FINAL FILING DATE:** June 3, 2014 – Close of Business

**NOTE:** Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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